

DoC Security
NIST Foreign Nationals to Boulder Labs

Revised: 7/29/2008

		"Visitor"	"Conference Attendee"	"Guest"		"Affiliate"
		3 Days or less	5 Days or less (may extend add'l 3 days) (Conf = 16+ people)	More than 4 days but less than 10 days	10 Days or more but less than 30 days	30 Days or More
Visitor Forms	Visitor Notification Form	X	X	X	X	X
	Fax to Visitor Center (x4433)					Only when first arrive
	Minimum 30 days prior to FN arrival					
	No Later than one full business day prior					
	NIST-1260 Report of Foreign Visitor	X	X	X	X	X
Security Requirements	Secretary send to NIST Boulder Labs Director	Directly to MRSO	Signed by	Signed by	Signed by	
	Director fax to MRSO (x) and OIAA (x)	Required with Lecture Fee	Boulder Labs Director	Boulder Labs Director	Boulder Labs Director	
	Visitor: 48 hrs in advance					
	Guest: 30 days in advance					
	Boulder Director keeps original/fax's copy to MRSO & OIAA.					
Access	NIST-1291 Foreign GR Agreement	X		X	X	X
	2-3 months prior to FN arrival	Only if working in a lab		Only if working in a lab		
	(Not needed by MRSO)					
	Certification of Conditions & Responsibilities for Departmental Sponsors of FNG			X	X	X
	Submit original to MRSO					
NACI Security Investigation	Minimum 30 days prior to FN arrival					
	signed by Boulder Labs Director					
	Cert of Conditions & Responsibilities for Foreign National			X	X	X
	FN reads & signs CC&R					
	Signed by Boulder Labs Director					
NACI Security Investigation	Within 72 business hours of FN's arrival					
	Annual Training (access to Labs/Offices)	X		X	X	X
	Dept Sponsor trains FN on access areas (and employees working in the same area)					
	Per DAO 20712 - GL maintains record					
	Division-specific Access Request Form					X
NACI Security Investigation	Approved by Division Chief or AO					
	Valid for only up to one year at a time					
	After Hours Access for Foreign Nationals					X
	Approved by Boulder Labs Director and NTIA Director					
	If FN has access before 6am, after 6pm, on weekends					
NACI Security Investigation	Approved by MRSO only after investigation completed					
	SF-85 Questionnaire for Non-Sensitive Postions					X
	FN must sign in Security's presence					
	Includes:					
	SF-87 Fingerprint Chart (or electronic)					
NACI Security Investigation	OF-612 or Resume					
	OF-306 Declaration for Federal Employment					
	CD-591 Personal ID Verification (PIV) Request					
	Sponsor's Training Certificate of Completion (#=S)					
	Applicant's Training Certificate of Completion (#=A)					
NACI Security Investigation	Two (2) forms of photo ID					
	e-QIP Elec Questionnaires for Investigations Processing					X
	Includes: Full name, SSN, DOB, POB					
	Must be invited in by MRSO					